

STATE OF MISSOURI  
INFORMATION TECHNOLOGY ADVISORY BOARD  
MEETING MINUTES  
MARCH 30, 2005

**MEMBERS IN ATTENDANCE:**

Jim Roggero, Chair	Jeff Falter	Cliff Gronauer	Tony Spicci
Gary Lyndaker, Vice-Chair	Richard Gerling	Hayden Hill	Jill Drennen
Dan Ross	Rob Gourley	Gina Hodge	Mike Wankum
Steve Adams	Bob Meinhardt	J. Rick Mihalevich	Jim Weber
Harold Burnette	Don Lloyd	Russell Helm	Chris Wilkerson
Chip Byers	Cindy Renick	Mike Miller	Scott Willett
Joan Schwartz	Tim Dwyer	Ray Pope	DeWayne Sprenger
David Crain	Kay Dinolfo	Paul Wright	Ryan Lanclos
Jim Lundsted	Debi Drewel		

**MEMBERS NOT IN ATTENDANCE:**

Jon Beck	Scott Peters	Amy Niedergerke
Greg Burris	George Hagedorn	Jon Rickman
Ralph Caruso	Dave Schulte	Thomas Smith
Don Drueger	Gretchen Lockett	Steve Siegler
Steve Earney	Theresa Luebbering	Mary Willingham
Stacy Gillmore	Mark Mabe	Larry Lueckenhoff

Jim Roggero called the meeting to order at approximately 8:30am.

**PRESENTATIONS/DISCUSSION ITEMS**

1. Development of a PM Methodology and its Implementation at MoDOT (Mike Miller) - Jim Weber introduced Mike Miller and MoDOT's development of their PM Methodology Implementation. Mike had a folder of handouts and shared thoughts on what makes a good project manager. Mike discussed the flow chart in packet. General discussion was held. Jim Weber recommended that the ARC look at the tool process. Any questions on this item should be directed to Jim Weber or his group.
2. How to Surplus IT Equipment (Gary Lyndaker) – Gary handed out a policies and procedures document from OA. The complete policy can be found on the OA website. Gary met with Jim Miluski on how to create a more basic description of what is in the lot. The thought was to group the equipment by “working” or “nonworking”. Doing this procedure can get better/quicker bids on the lots. Grouping items is something that IT can work on when preparing for surplus. Refer to handout labeled “What I learned...” Fairly straightforward and simple process. Surplus will help put lots together if necessary. Refer to the handout for more details.
3. Encryption Relating to Our Security Environment (Lora Mellies) - Lora Mellies shared Encryption Standards and noted that they are posted on the website. It is up to each agency to check their web pages and make sure that they have at least the standard encryption policy. The standards are basically set up to help protect each agency. Dan Ross encouraged everyone to get up to the standards required. Please make this a priority. Jim Roggero highly recommends that each agency have a security audit performed.

**ACTION ITEMS**

1. Approval of February 23, 2005, Information Technology Advisory Board Meeting Minutes – Minutes from the February meeting were presented for approval. Cliff Gronauer made the motion to approve the minutes and Jim Weber seconded the motion. Minutes were approved unanimously.
2. Environmental Scan Update (Dan Ross) - Dan commented that everyone has outdone themselves and they have received an overwhelming amount of information. Jan Grecian is now filtering through everything. They hope to have a layout of the information collected by the next meeting and, therefore, can be taken off of the list of action items on the agenda.
3. Function Codes (Chris Wilkerson) - Chris shared a brief history. There were two primary reasons for the function codes. First the industry practice and a way to look at what the cost is to do specific functions.

Second, to look at the cost of outsourcing. The original thought was to look at specialty codes. It was decided to look at industry and asked the Gartner group to come in. Settled on a list of about 10 function codes. Intent is to use these codes to account for all costs associated with the activities in that functional area. Chris passed out a list of the final codes and went over the list with the group. Send comments or concerns to Chris or Debbie Tedeschi.

## **GENERAL BUSINESS**

1. CIO Discussion (Dan Ross)
  - **New Name for OIT** – Information Technology Service Division (ITSD)
  - **Imaging** – Jan is working on a final survey to send out. The purpose of the first survey was to get information on what to ask/put on the final survey.
  - **Maintenance and Warranty on Equipment** – The thought is to get bids from third parties for maintaining equipment as another cost saving technique. Dan has asked Purchasing to get two bids when doing a Bulk Buy on equipment with or without maintenance and warranties, and then compare the costs. Also looking at leasing versus actually purchasing and what the prices for this route would be.
  - **Meeting with Agency Leadership** – Still working on meeting and speaking with each agency director as well as the IT directors. Goal is to help the agency to understand the relationship with IT consolidation. All IT resources are consolidated.
  - **Blackberrys** – The Governor, in an attempt to control the use of cell phones, has asked for a review of this and the Commissioner of Administration will do the reviewing. If there seems to be delays on the decision, please contact Dan's office.
  - **Planning Effort on Centralized Systems** - Debbie Tedeschi commented that agencies have been asked to donate some time to meet with her group and look at what the common systems should be; as the thought is to take this information collected from each agency and make a uniform system across the state.
  - **CoopCOG** – Just a reminder that for agencies to receive reimbursement payments they have to follow the revised guidelines that SEMA has put in place. Jim Terry is the contact person if there are any questions.
  - **Records Retention for Software Licenses** – Agencies need to keep proof of record even 5 years after software is no longer in use due to expiration. Urge each general council to review the policy.
  - **Fiber Thank You's** – Dan thanked MoDOT for being willing to work on sharing their fiber resources and will be meeting with them again this afternoon. Electric Co-Ops are also willing to partner with setting up the fiber across the state. A thank you to the National Guard for helping to set up numerous satellites around the state.
  - **Budget FY06** – Agencies are being asked to cut their IT budget by 10%. The recommendation to the agencies from Dan is to be very generic when deciding where this 10% will be cut from. In the House Budget Committee only the IT portion will have 100% flexibility with the 10% cut (from the Governors release on Friday). The suggestion is to have it taken out of Expense and Equipment just to identify for now. General discussion was held. Please contact Dan with any questions or concerns.
  - **IT Consolidation Issues** – The question was asked about how IT purchases will be handled with this consolidation. Every request will have to pass the ARC test. There will likely be levels established according to each agency's needs or set up within each division. The intent is not to micro-manage the IT divisions. There will be more to come on this issue at a later time. General discussion was held. There will a document sent out in the near future with more details on this process.
2. ITAB Chair Items (Jim Roggero) – No Report

## **ITAB COMMITTEE UPDATES**

1. Architecture Review Committee Update (Bob Meinhardt) – Bob reported that what was approved at the last meeting is posted out on the website.
  - Architecture Technical Committee (Ron Thomas) – Ron reported that he has been spending time going around and visiting the domains and wanted everyone to know that, although there are no reports being given, there is indeed a lot of work going on in each of the domains.
  - Interface Domain Committee (Ron Thomas) – No Report
  - Information Domain Committee (Tim Haithcoat) – No Report
  - Infrastructure Domain Committee (Howard Carter) – No Report
  - Interoperability Domain Committee (Charles Williams) – No Report
  - Application Domain Committee (Pat Brooks) – No Report

- Systems Management Domain Committee (TBD) – No Report
- Security Domain Committee (Lora Mellies/R.D. Porter) – No Report
- Privacy Domain Committee (Ed Meyers) – No Report
- 2. Digital Government Committee Update (TBD/Ron Thomas)
  - Application Development Subcommittee (Jim Roggero/Pat Brooks) – No Report
  - Credit Cards Subcommittee (Scott Peters) – No Report
  - CRM Subcommittee (David Crain) – David reported that the new committee met once and had a very productive meeting and will be meeting again this Friday. Received a lot of responses from the survey previously sent out. Will use results to see what agencies are currently using, and to see what is required of this committee to build the actual CRM requirements. If interested in CRM – the committee will contact you for all the details. Still taking nominations to be on the committee. Deadline is next Friday.
  - Digital Certificates Subcommittee (Todd Craig) – No Report
  - Digital Media Subcommittee (Jim Weber/Kay Dinolfo) – No Report
- 3. MOTEK Update (Tim Dwyer/Laura Mertens) – Tim Dwyer reported that the committee did meet and will meet again next week. Usage of facility is still going very strong. The new facilities are very nice and the parking is great. Laura is putting together a brochure with directions.
- 4. Personnel Committee (Chris Wilkerson) - Chris reported that he emailed sheets to everyone on position classifications. Please send responses as soon as possible.
- 5. Project Management Committee Update (Jim Weber/Tom Stokes) –The PMC reviewed and approved the concept of having an executive summary, a short version and long version of what Project Management and Portfolio Management can mean to the executive leaders in state government. Jim Roggero and Jim Weber met with Dan Ross on 23 Mar 05 for his input and approval regarding this process. Dan felt that this is something that the Commissioner of OA should be supporting from his level and will be setting up a meeting to discuss it with him further. The available material will be posted on the ITAB Website for your review and comments. Special thanks to Bob Ordway and Kay Dinolfo for pulling these papers together.  
Non-IT Individuals on PMC – Per Dan Ross's request, Tom Sadowski has been invited to become a member of the Project Management Committee (PMC) and he has accepted. Tom is the Director of OA's Division of Accounting and will be attending the 22 Apr 05 PMC meeting.  
RFP (Tom Stokes) – Tom reported that all is done and will be awarded later this week.  
Missouri Value Assessment Program - MoVAP (Paul Wright) – Paul Wright reported that he and Jan Grecian met with Dan. The next step is to look at automation.

## **COLLABORATIVE EFFORTS**

1. User Group Coordination (Jeff Falter/Debbie Tedeschi) – Jeff Falter reported on an uniformed timekeeping system. Jan reminded everyone that they should have received an invitation to the SAMIII demo on April 7, from 9 - 11. HR managers were invited as well.
2. Internet/MOREnet Update (Chip Byers) – Chip reported working with Quest to open internet connections and have tiered OC12 with the same cost being paid today. Finally able to award the Ethernet Tail Circuit bids and will be able to install some circuits soon.
3. Missouri Network Management Steering Committee – (Scott Willett) Scott Willett reported there will be no meeting on Tuesday due to research being done.
4. Statewide Purchasing Update (Gary Eggen/Karen Boeger) Gary reported that they are winding down on the quarterly buy. PC Prime Vendor is being taken care of mostly by Worldwide Technologies. Any further issues please contact Gary. PC META contract has been renewed starting July 1.
5. Technology Services Update (Gail Wekenborg) – No Report
6. MO GIS Advisory Council (Jeff Falter/Tony Spicci) – Tony reported conference went very well. Plan to hold again in 2007. Sometime in April will be holding a workshop in conjunction with NASA. Homeland security grant is open right now. If there any applicants please get them submitted soon.

## **OPEN DISCUSSION**

1. Current/Planned Bids
2. Marketing Issue Update – Debbie reported that there are about five interviews left. There should be a draft soon about what the marketing plan is.
3. META contract – Survey indicated mixed interest so there will be individual opportunity.

### **REVIEW OF ACTION ITEMS**

1. Project Management – ARC will get involved and will continue to follow up on this process.
2. Functional Codes – Due in the next week to ten days to Chris Wilkerson.
3. Grading Sheet Comments – Due to Chris Wilkerson in the next two weeks.

### **NEXT MEETING**

1. The next ITAB Meeting is scheduled for **Wednesday, April 27, 2005 at 8:30 a.m. at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

JR/ng